

Notice

Please be advised any required copies of court papers are the responsibility of the party doing the filing.

Prior to filing your Order to Show Cause, with the Ex Parte Office in Room 140, **YOU MUST** make and retain one copy of the **complete set** of papers. This also applies to all court papers filed within the courts.

Please be aware that you will always need at the very least one **complete set** of papers for your own records and one **complete set** of papers to serve. In some cases there may be additional copies for service needed as well.

The Court Help Center, Ex-Parte , Matrimonial and Motion Support will not make any copies.